

**PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART  
DIETARY ADMINISTRATIVE SUPPORT SERVICES (DASS) PROGRAM  
2011-15**

**The Performance Requirements Summary (PRS) Chart** is a listing of the minimum required services/tasks and performance that will be monitored during the Contract term. The PRS Chart also lists examples of the types of documents that will be used during monitoring, as well as the standards of performance, the acceptable quality level of performance, and remedies for non-compliance that are available if Contractor fails to perform at the acceptable quality level.

All listings of required services or standards used in this Performance Requirements Summary Chart are intended to be completely consistent with the terms and conditions of the Sample Contract and the Statement of Work (Appendix B to the RFP, Appendix A, Exhibit B to the Sample Contract) and are not meant in any case to create, extend, revise, or expand any obligation of the CONTRACTOR beyond that defined in the terms and conditions of this Sample Contract and Statement of Work. In any case of apparent inconsistency between required services or Standards as stated in the terms and condition of the Sample Contract, the Statement of Work, and this Performance Requirements Summary (PRS) Chart, the terms and conditions of the Sample Contract and the Statement of Work (SOW) shall prevail.

The goal of the Dietary Administrative Support Services Program is to maintain or improve the health and safety standards of the Los Angeles County Elderly Nutrition Program (ENP) Contractors through the Specific Tasks listed in the SOW and this PRS Chart. If CONTRACTOR performance does not meet the Acceptable Quality Level, the COUNTY may apply any or all of the Remedies for Non-Compliance as stated below.

Specific Tasks	Standards	Acceptable Quality Level	Monitoring Tool	Remedies For Non-Compliance
Provide Congregate Meals Program (Title III C-1) Nutrition Education Group Sessions (Ref. SOW 3.2)	CONTRACTOR'S Registered Dietitian (RD) shall provide a minimum of six (6) Congregate Meal Program Nutrition Education Group Sessions per fiscal year to ENP congregate sites serving meals five (5) to seven (7) times per week and conduct a minimum of four (4) Congregate Meal Program Nutrition Education Group Sessions per fiscal year to ENP congregate meal sites that serve meals less than five (5) times per week.	95%	Monthly Summary Reports, Year-End Report, & ITS (SAMS)	If CONTRACTOR performance does not meet the Acceptable Quality Level, the COUNTY will have the option to apply the following remedies:  1) Corrective Action Plan, 2) Suspension of Payment; 3) Suspension of Contract; 4) Reduce and reallocate funds; and 5) Termination of Contract.
Provide Home-Delivered Meals Program (Title III C-2) Nutrition Education (Ref. SOW 3.3)	CONTRACTOR shall distribute Nutrition Education Materials to each Home-Delivered Meal Senior Client on a quarterly basis or a minimum of four (4) times per fiscal year.	95%	Monthly Summary Reports, Year-End Report, & ITS (SAMS)	
Provide Congregate Meals Site Monitoring (Ref. SOW 3.4)	CONTRACTOR'S RD shall monitor, on a monthly basis, all ENP Contractor congregate meal sites that serve meals five (5) or more days per week and monitor all congregate meal sites serving meals less than five (5) days per week, every three (3) months.	95%	Monthly Summary Reports, Year-End Report, & ITS (SAMS)	
Provide Home-Delivered Meal Route Monitoring (Ref. SOW 3.5)	CONTRACTOR'S RD or other qualified nutrition professional as identified in the SOW shall monitor all ENP Contractor home-delivered meals routes a minimum of once per fiscal year.	95%	Monthly Summary Reports, Year-End Report, & ITS (SAMS)	
Caterer and Central Kitchen Monitoring (Ref. SOW 3.6)	CONTRACTOR'S RD shall monitor the ENP caterer's kitchen and central kitchens a minimum of six (6) times per fiscal year. If problems are discovered during the monitoring, CONTRACTOR shall monitor the kitchen a minimum of twelve (12) times per fiscal year.	95%	Monthly Summary Reports, Year-End Report, & ITS (SAMS)	
In-Service Training (Ref. SOW 3.7)	CONTRACTOR'S RD shall conduct In-Service Trainings. CONTRACTOR shall provide a minimum of four one-hour In-Service Trainings to ENP staff and volunteers per fiscal year. Further, a minimum of two of the In-Service Trainings shall deal with food safety and HACCP principles.	95%	Monthly Summary Reports, Year-End Report, & ITS (SAMS)	

Workshops (Ref. SOW 3.9)	CONTRACTOR shall present a minimum of one annual workshop for all AAA funded ENP Contractors.	95%	Monthly Summary Reports, Year-End Report, & ITS (SAMS)	<p>If CONTRACTOR performance does not meet the Acceptable Quality Level, the COUNTY will have the option to apply the following remedies:</p> <ol style="list-style-type: none"> <li>1) Corrective Action Plan,</li> <li>2) Suspension of Payment;</li> <li>3) Suspension of Contract;</li> <li>4) Reduce and reallocate funds; and</li> <li>5) Termination of Contract.</li> </ol>
ServSafe Course (Ref. SOW 3.10)	CONTRACTOR's RD shall present a ServSafe course per year, each ServSafe Course consists of four (4) sessions at three (3) hours per session.	95%	Monthly Summary Reports, Year-End Report, & ITS (SAMS)	
HACCP Course (Ref. SOW 3.11)	CONTRACTOR's RD shall present a HACCP Course per year, each HACCP Course consists of two (2) to three (3) sessions for a total of twelve (12) hours per course per year.	95%	Monthly Summary Reports, Year-End Report, & ITS (SAMS)	
Menu Review (Ref. SOW 3.13)	CONTRACTOR'S RD shall conduct an annual review and approval of every ENP Contractor's Cycle Menus. CONTRACTOR shall submit Cycle Menus to the AAA Nutritionist with the timeframe established by the AAA Nutritionist.	95%	Monthly Summary Reports, Year-End Report, & ITS (SAMS)	
Reports (Ref. SOW 3.14)	CONTRACTOR shall submit to the AAA Nutritionist: (1) Monthly Summary Reports on a monthly basis; and (2) a Year-End Report at the end of the fiscal year.	95%	Monthly Summary Reports, Year-End Report, & ITS (SAMS)	